The mission of WHO is the attainment by all peoples of the highest possible level of health.

Vacancy Notice No: CAT-13 (WHE-23)/SSA 4  
Date: 19 November 2019

Title: Team Assistant (Warehouse)  
Application Deadline: 5 December 2019

Duration of contract: 12 months (with possibility of extension)  
Duty Station: Cox’s Bazar, Bangladesh

Contract type: Special Services Agreement  
Organization unit: Country Office for Bangladesh

OBJECTIVES OF THE PROGRAMME:

The objective of the programme is to deliver WHO Core functions at country level with a particular focus on the Organization’s directing and coordinating role for international health as expressed in the Constitution. The immediate Objective is to develop and sustain WHO as a flexible, learning Organization, enabling it to carry out its mandate more efficiently and effectively.

This individual will support the programme by providing administrative and programme services.

PURPOSE OF THE ACTIVITY:

1. Under the supervision of the Logistician, the purpose of the position is to administer, receipt, storage, and issuance of a wide range of medical supplies, food items, spare parts, tools, equipment, and other logistics materials for different projects, program and departments.
2. Maintain up-to-date inventories, and conducts periodic physical count of warehouse and storage items

SUMMARY OF ASSIGNED DUTIES:

The SSA position (One), namely Team Assistant – (Warehouse), shall be responsible for undertaking the following responsibilities:

1. Control the quality and quantity of goods received from suppliers, buyers and other entities, comparing the purchase/procurement order against the delivery note and inform the line manager of any problems (damaged or missing items etc.).
2. Monitor delivery notes if any irregularities are detected; inform the line manager accordingly.
3. When receiving goods, check the following:
   - The number of packages received matches the cargo manifest and air way bill.
   - The content of each box is identical to the order and the packing list.
   - Check cool boxes upon receipt and the cold chain temperature monitoring card. If the result of the reading is positive, transfer the contents of the cool boxes to the refrigerators; immediately inform the line manager of any problems.
4. After receipt, immediately update the stock cards, recording the reference number of
the receipt document, and store the goods, appropriately.

5. Provide cargo manifest, packing list and certificate of the items received to the line manager to centralize the filing of these documents.

6. Ensure that all items are well organized and correctly stored, well protected, fully identified and easily accessible (cleanliness, security, access etc.).

7. Acknowledge receipt of purchase orders and prepare the outgoing items.

8. Select the freight to be prepared, considering the mode of transport and delivery deadline, processing the oldest orders first, if appropriate; keep the order tracking list up to date.

9. Assign a shipping number to each package, in accordance with the instructions of the line manager.

10. Prepare the shipping note, as well as a copy of the freight document for international shipments, complete the delivery order and send a copy to the office the same date.

11. Inform the line manager in good time, if the goods ready to be shipped are insufficient to fulfil the volume available.

12. Update the stock cards immediately after the delivery of goods and record the reference number of the delivery document or stock request.

13. Regularly inform the line manager of the weight/volume of articles ready for distribution to the various locations (projects).

14. In conjunction with the line manager, organize and dispatch cargos.

15. Update Total Stock Report on weekly basis and disseminate it to the line manager to be further provided to technical teams and other relevant personnel.

16. Conduct appropriate entry of stock, receptions, distributions, into GIMMS.

17. Any other duties are assigned by the WHO supervisor.

REQUIRED QUALIFICATIONS:

**Education:**

**Essential:** Minimum Higher Secondary School Certificate.

**Desirable:** Bachelor's degree in the relevant field.

**Experience:**

**Essential:** Two years relevant experience.

**Desirable:**

- Relevant stock keeping experience.
- Satisfactory level of computer skill.
- Good command of English and relevant local language, both written and spoken.
- Ability to organize & prioritize workload independently, using initiative when appropriate.
- Physically fit and be able to perform some activity in the store (warehouse).
- Problem solver and action driven.
- Honest.
- Skills with attention to details.
**Skills:**

**Functional Knowledge and Skills:**
- Previous experience of working in emergency issues
- Ability to interact with government counterparts on administrative and support Ability to establish harmonious working relationships as part of a team;
- Ability to maintain a high standard of personal conduct;
- Ability to prepare reports independently.

**Competencies:**
- Producing Results
- Teamwork
- Communication
- Respecting and promoting individual and cultural differences
- Building and promoting partnerships across the organization and beyond

**Languages:** Excellent writing/reporting, communication and editing skills.

**Computer Literacy:** Proficient in using computer software applications: MS – Office

**Annual Salary & others Benefits:**

**Annual salary range:** BDT 612,269.00/= to 1,024,835.00/=  
**Other benefits:** WHO offers locally competitive packages such as:-
- Health Insurance; Accident and illness insurance;
- Annual Leave (18 days per year); Sick leave (12 days per year);
- WHO and Government Holidays, Compensatory Time Off

**NOTE:**
1. A Personal History Form (PHF) can be downloaded from [http://www.searo.who.int/bangladesh/about/employment/en/](http://www.searo.who.int/bangladesh/about/employment/en/).
2. Applicants should submit a brief resume of their relevant experience, explaining reasons for being suitable of the post, together with completed PHF, screening questions, and scanned copies of educational certificates. **The email and the attachment should not be exceeding 1 MB.**
3. Please send your application via email to sebanrecruitment@who.int with the subject in which position you are applying.
4. A written test using computer and interview will be held only for qualifying candidates.
5. We regret that due to large volume of applications normally received, applications cannot be acknowledged individually.
6. This vacancy is open to Bangladeshi Nationals (all genders) only. **Qualified female candidates are encouraged to apply.**

"**WHO is committed to workforce diversity**". **“Any attempt to unduly influence on WHO’s selection process will lead to automatic disqualification of the applicant.”**

WHO has a smoke-free environment and does not recruit smokers or other tobacco users
VERIFICATION OF DATE AND PLACE OF APPLICATION TO VACANCY

You are submitting your application for the following vacancy:
Team Assistant (Warehouse)
Contract Type: Special Services Agreement, Level SSA-4
Ref: CAT-13 (WHE-23)/SSA 4

I confirm that my Personal History Form has been properly updated and that I am submitting my application for the vacancy mentioned above.

Yes ☐ No ☐

Kindly respond to the questions below to the best of your ability.

1. Do you smoke or use tobacco products?
Yes ☐ No ☐

2. If you currently smoke or use tobacco products, would you continue to do so if employed by WHO? (If you responded No to the question above, answer No here)

Yes ☐ No ☐

3. Do you have Bachelor’s degree in the relevant field?
Yes ☐ No ☐

4. Do you have at least 2 years of experience of warehouse management?
Yes ☐ No ☐

5. Do you have any relatives employed by WHO or other international organizations?

Yes ☐ No ☐

If yes, please specify the details below:

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I certify that the statements made by me in my personal profile are true, complete and correct. I understand that any false or misleading statement, or withholding relevant information, may provide grounds for the withdrawal of any offer of appointment or the termination of employment.

Date: ................................ Full Name: ..................................................................................

Place: ................................. Signature: ..............................................................................